




Department of Energy
Washington, DC 20585

December 10, 2008

MEMORANDUM FOR SECRETARIAL OFFICERS AND
HEADS OF FIELD ORGANIZATIONS

FROM: David R. Hill
General Counsel 

SUBJECT: Reminder Regarding Annual National Environmental
Policy Act (NEPA) Planning Summaries

Early involvement by senior management in the NEPA planning process is a key component of a successful NEPA compliance program. In this regard, Department of Energy (DOE) Order 451.1B, National Environmental Policy Act Compliance Program, Section 5.a.(7), as modified by DOE N 451.1, dated October 6, 2006, requires that each Secretarial Officer and Head of a Field Organization shall, for matters under the office's purview, submit an annual NEPA planning summary to DOE's General Counsel by January 31 of each year and make it available to the public. Preparation of the Annual NEPA Planning Summary helps ensure that NEPA activities are aligned with program priorities and that resources are allocated to enable timely completion of NEPA documents.

DOE Order 451.1B, Section 4.d, requires that an annual NEPA planning summary describe briefly: (1) the status of ongoing NEPA compliance activities; (2) any environmental assessments expected to be prepared in the next 12 months; (3) any environmental impact statements expected to be prepared in the next 24 months; and (4) the planned cost and schedule for completion of each NEPA review that is identified.

Informal guidance concerning the reporting requirements and electronic report forms are available on the DOE NEPA website at <http://www.gc.energy.gov/NEPA/>. I encourage you to continue using the electronic report templates for preparing and submitting your 2009 NEPA planning summaries.

For your convenience, I also am distributing this reminder to NEPA Compliance Officers (NCOs) for their appropriate action because DOE Order 451.1B requires NCOs to coordinate NEPA compliance strategies for matters within their respective office's purview. If you have any questions regarding annual NEPA planning summaries, please direct them to Carol Borgstrom, Director of the Office of NEPA Policy and Compliance, at 202-586-4600 or carol.borgstrom@hq.doe.gov.



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